

MUSEUM CURATOR/SENIOR MUSEUM CURATOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform educational programming; exhibition planning and installation, collections management, and preservation for the Tempe Historical Museum.

Distinguishing Characteristics:

<u>Museum Curator</u> – This is the journey-level professional class in the Museum Curator series. This class is distinguished from the Senior Museum Curator by the performance of less complex duties. Assigned responsibilities within the series include one of the following areas of responsibility: photographs and archives; three-dimensional collections; exhibits coordination; historical research and interpretation and special projects. Appointment to the higher level within the classification requires that the employee perform the full range of duties for a minimum of two years as a City of Tempe Museum Curator with only occasional instruction or assistance as new or unusual situations arise and the employee is fully aware of the operating procedures and policies of the work unit.

<u>Senior Museum Curator</u> - This is the advanced-level professional class within the Museum Curator series. Employees within this class are distinguished from the Museum Curator by the performance of the full range of duties and a thorough knowledge of Tempe history. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the work unit, and are performing the full range of duties assigned to the class. Positions in this class are flexibly staffed and are filled by advancement from the lower class of Museum Curator.

Supervision Received and Exercised:

Receives direction from the Museum Administrator or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It

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does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Participate in the formulation of policies and procedures relating to the operations of the City of Tempe Historical Museum
- Participate in the budget process and monitor expenses
- Supervise, training and evaluate assigned volunteers and staff
- Perform related duties as assigned.

When assigned to Photographs and Archives:

- Document historical photographs and archives in the museum collections
- Catalog and provide detailed description of historical photographs and archives; enter information into computer for future reference and inventory; maintain and update new information as received
- Present recommendations regarding potential donations of photographs and archives
- Determine and order proper preservation storage equipment and/or supplies for photographs and archives
- Maintain proper storage environment and conditions for photographs and archives; manage the collections physical storage space, collection storage arrangement and equipment; design and fabricate physical support, mounts and archival housings for materials
- Plan and supervise a collections maintenance schedule
- Assist the public and staff with research requests, inquiry and photographic reproduction orders
- Oversee the operation of the museum darkroom

When assigned to Three-dimensional Collections:

• Document all three-dimensional artifacts in the museum collections

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- Catalog and provide detailed description of three-dimensional artifacts; enter information into computer for future reference and inventory; maintain and update new information as received
- Present recommendations regarding potential donation of three-dimensional objects
- Determine and order proper preservation storage equipment and/or supplies for three-dimensional artifacts
- Maintain proper storage environment and conditions for three-dimensional artifacts; manage the collections physical storage space, collection storage arrangement and equipment; design and fabricate physical support, mounts and archival housings for materials
- Plan and supervise a collections maintenance schedule
- Assist the public and staff with research requests and inquiries relating to the three-dimensional collections
- Supervise the Museum Registrar

When assigned to Exhibits Coordination:

- Plan, organize and coordinate various changing and permanent exhibits and other special events in the city museum and other municipal buildings; schedule changing exhibits
- Design and fabricate exhibits; develop cost projections for exhibit fabrication and installation; maintain exhibit fabrication workshop
- Oversee the inspection, repair and maintenance of exhibits
- Design a variety of printed materials including exhibit labels, brochures and signs
- Fabricate hands-on materials for educational programs

When assigned to Historical Research and Interpretation:

- Preserve and expand the museum's research base; ensure research base accessibility to the public and other professionals; oversee organization of research library; assist staff and patrons in use of research library
- Preserve and expand the museum's research base

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- Oversee the organization of the research library; maintain and update historical information as received
- Assist the public and staff with research requests and inquiries with materials from the research library and archives
- Develop themes for museum exhibits
- Write text for various documents including exhibit labels, research reports, tours, pamphlets and other materials for the public
- Oversee and coordinate the museum's oral history program; research and select narrators for oral history interviews
- Present recommendations regarding potential donations of photographs, archives and/or three-dimensional objects
- Ensure that historical information presented in exhibits, printed materials and educational programs is accurate

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Museum Curator

Two years of increasingly responsible professional museum curatorial experience.

Senior Museum Curator

Four years of professional museum curatorial experience that includes at least two years of experience as a City of Tempe Museum Curator.

Training:

Museum Curator

Equivalent to a Bachelor's degree from an accredited college or university with major course work in history, anthropology or a related field.

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Senior Museum Curator

Equivalent to a Master's degree from an accredited college or university with major course work in history, anthropology or a related field.

Licenses/Certifications:

None

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 275/327

FLSA: Exempt/Exempt